

# Instructions: Evaluation, Eligibility, Placement Timeline Extension Request

School System (1) School (2)  
Student's Name (3) Date (4)

Dear (5):

Your child was referred for a comprehensive evaluation in order to determine eligibility and need for special education on (6) (date). We received from you the signed *Informed Parental Consent for Evaluation* on (7) (date). Your child's evaluation, eligibility determination, and placement time frame were proposed to be completed within 40 school days from this date or by (8) (date). Due to extensive procedures required before your child's evaluation can be completed, we are requesting permission to waive the 40 school day evaluation, eligibility determination, and placement time frame as stated at §0520-1-9-.10 of Tennessee's *Rules, Regulations, and Minimum Standards*. Your child's evaluation, eligibility determination, and placement will be completed no later than (9) (date). The following information outlines the evaluation procedures to be completed, the reason for needing extended time to evaluate your child, and the number of additional school days required to complete these procedures.

Evaluation Procedure(s)	Reason for Extended Time	Requested # Additional School Days
<u>(10)</u>	<u>(11)</u>	<u>(12)</u>
Total Number of <u>School Days</u> Requested		<u>(13)</u>

**Please sign this form and return it to your child's school.** Your signature shall not be construed as consent for placement in any special education program. When the evaluation has been completed, you will be invited to an IEP team meeting in order to discuss the assessment results, determine your child's eligibility for special education services, and if needed, plan an appropriate educational program for your child. If you have any information you would like to share pertaining to your child's evaluation, please forward it to the special education department or bring it to the meeting. As the parent of a child who may be eligible for special education, the *Notice of Procedural Safeguards* brochure is being provided for your information.

**I have been informed of the school's request for an extension to the 40 school day timeline in order to complete an initial evaluation; determine eligibility for special education; and, if eligible, determine appropriate placement. I have reviewed the enclosed brochure entitled *Notice of Procedural Safeguards*.**

Signature of Parent or Guardian: (14) Date: (15)  
Comments: \_\_\_\_\_

**Note to Supervisor:** This form will be returned to the school system without approval if it has not been completed correctly or if it is received after the proposed due date for evaluation, eligibility and placement determination. Fax the completed form to the DOE for review and approval at [(615) 532-9412].

## FOR SCHOOL SYSTEM COMPLETION

Referring Assessment Person (16) Position (17)  
Supervisor/Coordinator's Approval and Signature (18)  
Date Evaluation Timeline Waiver Faxed to DOE (19)

## FOR SDE USE ONLY

(20) (21)  
Date Received Date of Review

STATUS: (22) APPROVED for (23) Additional School Days  
(24) NOT APPROVED

New Eligibility/Placement Date (25)

(26) (27)  
Approval Signature – Division of Special Education Date of Approval

# Instructions: Evaluation, Eligibility, Placement Timeline Extension Request

The Special Education Programs and Services Rulemaking Hearing Rules of the State Board of Education [§0520-1-9-.10] state:

*“An initial evaluation must be conducted and an initial educational placement must be made within forty (40) school days of the local education agency’s receipt of informed parental consent for an initial evaluation. A reasonable extension may be approved by the state department of education if, based on the unique needs of the child being evaluated, extra time is required. The granting of any extension will be based on the documented individual needs of the child.”*

**NOTE: Evaluation, Eligibility, and Placement Timeline Extension Requests that are submitted on a date after the 40 school days placement timeline and requests that are not totally complete or have been completed incorrectly will be returned to the school system by fax and will not be approved.**

## PURPOSE:

To document the need for an extension of the forty (40) school days timeline when the unique needs of the child being evaluated constitute a reasonable exception for requiring additional time for the evaluation, determination of eligibility, and placement of the student.

## FORM USE:

The case manager of the child’s assessment completes this form **after** the initiation of the evaluation process and **prior** to the required date (40 school days from the date the school receives the signed *Informed Written Parental Consent* form) for the completion of the student’s evaluation, eligibility, and placement. When an *Evaluation, Eligibility, and Placement Timeline Extension Request (EEP Timeline Extension Request)* is needed, the parent’s signature is obtained for permission to extend the child’s evaluation to placement timeline. The *EEP Timeline Extension Request* also includes an explanation to the parent of the reasons why extra time is needed and includes the date the proposed evaluation to placement will be completed. After permission is obtained from the parent, the *EEP Timeline Extension Request* is submitted to the State Department for approval.

## WHEN TO USE:

The *Evaluation, Eligibility, and Placement Timeline Extension Request* is to be used only when extenuating situations develop during the course of the 40 school day timeline. Examples of appropriate situations of when an *Evaluation, Eligibility, and Placement Timeline Extension Request* would be required include:

1. An evaluation begins with one ‘suspected disability’ and during the course of the evaluation an overriding ‘primary disability’ that requires input from other professionals is required (examples: [1] assessment for a suspected Language Impairment when socio-emotional and behavioral observations suggest Autism [2] assessment for Emotional Disturbance when historical review and input from the parent suggest a possible Traumatic Brain Injury).
2. The evaluation is delayed due to difficulties in scheduling for a required medical evaluation (i.e., a child suspected of having a Hearing Impairment cannot obtain a timely appointment with the Audiologist and/or Otolaryngologist or the child’s medical appointment has been rescheduled). Every effort should be made to schedule medical evaluations for the child within the 40 school days timeline. If the suspected disability does not require a medical evaluation and scheduling an appointment with a physician or other medical professional is the reason given for the delay in evaluation – the request for the *EEP Timeline Extension Request* will not be approved.

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An *EEP Timeline Extension Request* is not required if the evaluation is completed and the IEP team meeting to determine eligibility and placement is scheduled within the required 40 school days timeline. In situations where the eligibility meeting is scheduled by the school and then cancelled by the parent, thus extending the 40 school day timeline, an explanation should be made to document the delay in IEP Team Meeting and filed in the student's file as well as the student's EasyIEP file. The IEP meeting should be rescheduled and documented in the student's file. The following instructions for completing and submitting the *Evaluation, Eligibility, and Placement Timeline Extension Request* are written to correspond to numbered fields of this form as shown on the page 1 of this document.

## INSTRUCTIONS:

### COMPLETE AT THE STUDENT'S SCHOOL

*This section is completed by school system assessment personnel and signed by the student's parent.*

#### Page Heading

1. Write the name of the requesting school system.
2. Write the name of the student's school.
3. Write the name of the child being assessed.
4. Write the date of the parent notification for request for an *EEP Timeline Extension Request*.
5. Write the name of the child's parent in the salutation.

#### First Paragraph

6. Write the date the *Informed Written Parental Consent* was sent to the parent – this is the date for the student's referral.
7. Write the date the *Informed Written Parental Consent* was received by the school from the parent at the school – this is the date that begins the 40 school days timeline.
8. Calculate 40 school days from the date the school received the *Informed Written Parental Consent*. Do not include in this count weekends, holidays, or periods of time when school is not in session. This is the date initially calculated for the completion of the student's evaluation, determination of eligibility, and placement – it is 40 school days from the date the *Informed Written Parental Consent* (#7) was received by the school.
9. Calculate the number of school days required for the time extension – that is, the total number of days requested in #13. Then determine the proposed new evaluation completion date. Write that date on line #9.

#### Table

10. Describe the evaluation procedure(s) that require an extension of time in the table cell(s) #10.
11. Explain the reason why the proposed evaluation procedures will require additional time in the table cell(s) #11.
12. Record the number of additional days required for each evaluation procedure needed in the table cell(s) #12.
13. Record the total number of school days required for the proposed procedures in the table cell #13.

Send the original *Evaluation, Eligibility, and Placement Timeline Extension Request* to the parent for permission to extend the evaluation timeline and obtain parental input. Provide a copy of the *Notice of Procedural Safeguards*

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brochure to the parent with the *EEP Timeline Extension Request*. Place the copy of the *EEP Timeline Extension Request* in the student's file.

14. The parent must sign line #14 granting permission to extend the 40-school days timeline requirement for evaluation, eligibility determination, and placement.
15. The date of the parent's signature is recorded on line #15.

### FOR SCHOOL SYSTEM COMPLETION

*After the EEP Timeline Extension Request is returned to the school with written permission, file the original document with the parent's signature in the student's files and complete the section "For School System Completion".*

16. Line# 16 is signed by the assessment person requesting the extension.
17. Write on line #17 this person's position (i.e., school psychologist or speech and language pathologist).

*Note: Send the EEP Timeline Extension Request to the Special Education Supervisor or Assessment Coordinator before submitting it to the DOE.*

18. The Special Education Supervisor's or Assessment Coordinator's signature is made on line #18 as approval for the request for an extension to the evaluation, eligibility, and placement request.
19. On line #19 the supervisor writes in the date he/she faxes the *EEP Timeline Extension Request* to the Division of Special Education for review and approval.

***NOTE: Fax the Evaluation, Eligibility, and Placement Timeline Extension Request with attention to Assessment at the Division of Special Education at 615.532.9412. Be sure to include a Fax Cover Sheet with pertinent information for returning the form after review. This includes a fax return number and the approving supervisor's name.***

### FOR DOE USE ONLY

*The section—"For DOE Use Only"—is filled out at the Department of Education.*

20. The date the *EEP Timeline Extension Request* was faxed to the Department of Education (DOE) is written on line #20.
21. The date the request for an extension of time was reviewed is written on line #21.
22. When the request for a timeline extension is approved, line #22 is checked.
23. The number of additional school days granted with the timeline extension approval is recorded on line # 23. This number should be the same as the total number of school days requested – the number entered on line #13.
24. When the request for a timeline extension is not approved, line #24 is checked.
25. The new Eligibility/Placement Date is entered on line #25. This date should be the same date as the date written on line #9.
26. The DOE assessment consultant who reviewed the request signs line #26.
27. The date of DOE approval is recorded on line #27.

*The completed request for an EEP Timeline Extension Request is faxed back to the school system's assessment coordinator/supervisor. The completed form is filed at the DOE with the school system's assessment records and is also entered into the EEP Timeline Extension Request Log. The school district is responsible for the tracking of all requests and dispositions made for timeline extensions between July 1<sup>st</sup> and June 30<sup>th</sup> of each school year.*